

CLERK'S CORNER

- ★ An Administrative Order was signed on November 19, 2003 making **electronic filing mandatory for all attorneys practicing in this District as of July 1, 2004**. If you do not have a login and password, the applications are available on our website, www.nynb.uscourts.gov, as part of the Administrative Procedure for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means. Upon receipt of your application, you and any or your support staff that you have designated in the application needing training will be scheduled for our ECF training program.
- ★ The District Court went “live” with CM/ECF on January 1, 2004 with mandatory electronic filing requirements. If you have attended our training class, you can register for a password and login with the District Court without further training. However, they do offer a training program specifically designed for their office and earns you two hours of CLE credit for Law Practice Management.
- ★ When a registered ECF attorney leaves a law firm, you need to provide us with your new address and possibly a new credit card authorization form and email address too, if the ones on file belong to the old law firm. Also, a law firm should contact the court in writing if you wish to remove someone from your credit card authorization form.
- ★ For any technical or procedural ECF problems, questions, or to report an ECF error, please contact our Help Desk at 257-1625.
- ★ Amendments to the FRBP and Official Bankruptcy Forms addressing Privacy Requirements went into effect on December 1, 2003. Some of the changes are:
 - The **caption** of a document should only contain the **last four digits of the Debtor's Social Security Number**. The Clerk's Office cannot redact the Social Security Number if it is included.
 - An Official Form B21, Statement of Debtor's Social Security Number, is a new statement added to the Petition, Schedules and Statements.
 - ▶ For conventionally filed new cases, it must be included with the petition. The Clerk's Office will only use it to input the SSN and maintain it in a secured location. It does not get scanned with the petition.
 - ▶ For electronically filed cases, you enter the Social Security Number when filing the case, but you **do not** include the B21 in your PDF file. It should be maintained in your files.
- ★ You may have begun receiving “Clerk's Notices of Deficient Document Filed Conventionally or Electronically.” When submitting the corrected documents, please include a copy of the Clerk's Notice or let us know that your document resolves a deficiency so that the deadline can be terminated. This will remove the deficiency from the report that Chambers generates regarding unresolved deficiencies.

★ Filing Requirement Reminders for Documents Filed Electronically:

- Always upload the creditors after opening a case.
- Add all names used by the debtor(s) in the last six years (i.e., A.K.A., F.K.A., D.B.A.) during case opening.
- Verify the total assets, liabilities, and creditors as the system default is set to 1.
- Verify that a Chapter13 case was entered as an asset case as the system default is set to no asset.
- The caption of a Chapter 13 plan should include the case number and should be docketed as soon as possible after the Chapter 13 case is opened.
- Remove blank pages from the PDF file before docketing and uploading the file.
- Docket a Motion and a Notice of Motion (Hearing) separately. Please do not combine them into one PDF file.

★ Filing Requirement Reminders for Documents Filed Conventionally and Electronically:

- Check hearing dates for correct time and location.
- If amending a document, add the word “Amended” to the caption of the document.

★ Effective May 1, 2004 requests to acknowledge the receipt of proofs of claim and for the return of file-stamped copies will no longer be processed by the Clerk’s Office. After May 1, 2004, copies of filed claims can be obtained in one of four ways:

- Directly from Copy Valet (Phone Number 518-472-1433);
- Directly from the Clerk’s Office at a cost of \$0.50 per page;
- By printing from one of the public computers located at our public counter at a cost of \$0.10 per page;
- By printing directly from PACER.

★ “Chambers Copies” should be delivered or mailed to the Court immediately following the electronic docketing of the document.